

Take Charge of Your Sponsorship Duties!

eSAT Connects Sponsors and Newcomers



Connecting sponsors and newcomers can prove challenging. Traveling, time zones, deployments, and disconnected phones can interfere with smooth communications. Now it is easier to get connected online through the eSAT program.

eSAT supports

- ✓ Units
- ✓ Relocation Assistance Program managers
- ✓ Assigned sponsors
- ✓ Newcomers and their families

These resources can help you fulfill your sponsorship duties:

Plan My Move

<http://planmymove.mhf.dod.mil>

MilitaryINSTALLATIONS

<http://www.militaryinstallations.dod.mil>

MilitaryHOMEFRONT

<http://www.militaryhomefront.dod.mil/moving>

Military OneSource

<http://www.militaryonesource.com>



Contact Military OneSource 24/7/365 - 1.800.342.9647

**RELOCATION
ASSISTANCE
PROGRAM**



Moving Made Easy

Visit <http://apps.mhf.dod.mil/ESAT>



Providing policy, tools, and resources for service members and their families.



eSponsorship
Application &
Training
(eSAT)

**RELOCATION
ASSISTANCE
PROGRAM**



Moving Made Easy

Ready.
Set.
Sponsor!



eSponsorship Application & Training

Training Sponsors to Assist Relocating Service Members and Their Families



eSAT is designed to

- ✓ Support military service members assigned the responsibility of unit sponsorship
- ✓ Provide online training for sponsors
- ✓ Link the sponsor to all Department of Defense and Service websites supporting the permanent change of station process
- ✓ Provide a downloadable checklist of the sponsor's duties
- ✓ Provide a downloadable training certificate

eSAT does more than just train sponsors. It connects sponsors and newcomers through communication tools.

Communications include

- ✓ Sponsor and newcomer registration
- ✓ Congratulations message
- ✓ Newcomers' needs assessment
- ✓ Custom welcome package

All communications are secure and protect personal identifying information.

Get Your Training Now

Training is available two ways:

- ✓ Through the secure eSAT website
- ✓ From the MilitaryINSTALLATIONS homepage for sponsors or spouses without Common Access Cards

eSAT Manages the Process

- ✓ Sponsors can see newcomers at a glance
- ✓ To do tasks are highlighted
- ✓ Completed tasks are tracked
- ✓ Reports are available
- ✓ Feedback is collected from sponsors and newcomers

Sponsor Assignment

Assigning a sponsor is the responsibility of the unit. However, if for some reason a newcomer is not assigned a sponsor, he or she can request one through

- ✓ **MilitaryINSTALLATIONS**
www.militaryinstallations.dod.mil
- ✓ **Plan My Move**
www.militaryhomefront.dod.mil/moving

The relocation manager at the gaining installation receives the sponsorship request and works with the receiving unit to quickly make a sponsor assignment.

eSAT Checklists

- ✓ **Pre-Arrival** provides step by step instructions on what to do and ask, and suggests ideas for simplifying the process.
- ✓ **Arrival** instructs the sponsor on how to support the newcomer and family through the transition and in-processing phase.
- ✓ **Post-Arrival** suggests things to do to help the newcomer and his or her family quickly and easily settle into the new job and community.



Visit <http://apps.mhf.dod.mil/ESAT>

Get Trained. Get Connected!